



Kentucky Department for Libraries and Archives
Local Records Program

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AUG 26 2021

LOCAL RECORDS
PROGRAM

Grant Application

Please review the Local Records Program Grants Guidelines: [LRGrantGuidelines.pdf \(ky.gov\)](#) and consult with your Regional Administrator before completing this form. Attach three (3) written, itemized, project bid proposals for each project section. Please send the completed application to:

Email (preferred)

LRB.Application@ky.gov

Mail

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
300 Coffee Tree Road
Frankfort, Kentucky 40602-0537

Fax

Local Records Branch
(502) 564-5773

Contact Information

Local Government Agency:

Pendleton County Clerk

Applicant Name:

Rita M. Spencer

(Records Custodian/Officer)

Applicant Title:

County Clerk

Primary Point of Contact:

Rita M. Spencer

Office Address:

233 Main Street Room 1

Falmouth, KY 41040-0112

Phone Number:

(859) 654-3380

(Including area code)

Email Address:

rita.spencer@ky.gov

Federal ID Number:

610707018

Project Summary

Total Funds Requested: \$ 129,058.00

Please provide a complete description of the proposed project: Describe the project scope and expected results. Explain why the identified records are selected for preservation; and their historical significance and relevance to the community. Identify key agency personnel and their role(s) in the project. Explain the agency's contribution to the project: working space, equipment storage, staff or monetary contribution. Describe how the completion of this project will assist the agency's records management program.

Project Description: The Pendleton County Clerk's office is applying for a grant to assist us with the digitizing/scanning of records (Deeds, Mortgages, Wills and Marriages) that are ONLY found in book form. Once these records have been scanned, we are asking that they are indexed and married with the images into our records management system.
Project Scope and expected results: The Pendleton County Clerk's office desires to preserve and protect Pendleton County permanent records while making them publicly accessible to the public. Additionally, our digitized records only go back to 2008. We would like to provide the public for a means to digitally research for 60 years of records (with the exception of marriage books back to 1984 due to the complexity of older years marriage certificates). Our desire is to serve the public while protecting critical records vital for the existence of our county. Therefore, we are applying for a grant that will fulfill our obligation as a custodian of these records and benefit the public by having access to these records electronically. This will also allow access should the need arise to close this courthouse for any future pandemic or disaster. The project includes Deeds (back to 1982), Mortgages (back to 1980), Wills (Back to 1980) and Marriage Books (back to 1984).
Records Selected: The records selected as part of this project are the most accessed records by the public, they are also permanent records that need to be safeguarded as they contain vital information for the existence of Pendleton County.
Agency Contribution: Pendleton County requires financial assistance to complete this project. We are a small county and do not have the revenue base to complete this task that is being publicly demanded of us.
Agency's Records Management Program: This project will assist the agency with preservation of vital records, the ability to store back up copies at the KDLA location and assist our County with preservation. Collectively, we will be ensuring that vital records are being preserved, managed and cared for with the intention deserving of these vital records.



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Plan of Work

Please list the lowest bid project vendor(s) for each section.

Section I

Purpose: Digitize in an effort to preserve and provide public access

Vendor: DRMS
Vendor Contact: Ben Gurrola
Vendor Address: PO Box 7256
Paducah KY 42002
Vendor Phone and Email: ben.gurrola@drmsusa.net

Records	Date	Series	Cost
Digitize and Scan Deed Books 105-169	1962-2008	L1217	\$9,833.00
Digitize and Scan Mortgage books 58-213	1960-2008	L1344	\$15,993.00
Digitize and Scan Will Books 1-10	2008	L1315	\$3,360.00
Digitize and Scan Marriage Books 75-82	1984-2008	L1234	\$1,032.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section I Cost			\$30,208.00

Section II

Purpose: Index and marry deed books 105 - 169 into our Vendor Records System and make public accessible

Vendor: DRMS
Vendor Contact: Ben Gurrola
Vendor Address: PO Box 7256
Paducah KY 42002
Vendor Phone and Email: ben.gurrola@drmsusa.net

Records	Date	Series	Cost
Deed Books 105-169	1962-2008	L1217	\$29,250.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section II Cost			29,250.00



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Section III

Purpose: Index and marry Mortgage Books into our Vendor Records System and make public accessible

Vendor: DRMS
Vendor Contact: Ben Gurrola
Vendor Address: PO Box 7256
Paducah Ky 42002
Vendor Phone and Email: ben.gurrola@drmsusa.com

Records	Date	Series	Cost
Mortgage books 58-213	1960-2008	L1344	\$62,400.00
Quality Control (Add 12.5% of the microfilming cost)			
Total Section III Cost			62400.00

Section IV

Purpose: Index and marry Will and Marriage Books into our Vendor Records System and make public accessible

Vendor: DRMS
Vendor Contact: Ben Gurrola
Vendor Address: PO Box 7256
Paducah KY 42002
Vendor Phone and Email: ben.gurrola@drmsusa.net

Records	Date	Series	Cost
Will Books 1-10	2008	L1315	\$7,200.00
Marriage Books 75-82	1984-2008	L1234	
Quality Control (Add 12.5% of the microfilming cost)			
Total Section IV Cost			7200.00

**** Please Attach Additional Sections, if needed****



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Can these records be removed from the office during the project? Yes ☐ No ☒ N/A ☐

In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☐ Microfilm ☐ Microfiche ☐ Aperture Cards ☐ Plats ☐

Other: _____

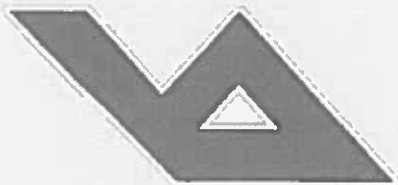
Where are project records located? How does your agency provide for the long-term survival and accessibility of agency records? Are the records stored in a secure, climate controlled and fire-resistant facility, with adequate storage space, and proper security and supervision? Please explain.

All paper records are stored within the security of Pendleton County Clerk's office which is climate controlled. They are currently in book form and on shelves. All public access must pass through the clerks office area and are under constant surveillance by the deputy clerks. All measure to protect these paper records have been implemented but require a digital copy with off-site copies in an effort to better serve the public and preserve these vital records for future generations.

Project Outcomes

Describe project outcome(s) and explain the significance of each. How will the project outcome(s) assist with the management of project records? How will project outcome(s) advance the agency's records management program?

The Pendleton County Clerk's office is challenged with the management, preservation and accessibility of records to the public. The records in the clerks office have limited digital means to be researched as they are available back to 2008. This project will ensure public accessibility back to 60 years thereby allowing title companies and banks to research on-line or to access electronically through our records management system. Should the office temporarily shut down due to another pandemic, public can still access the information needed electronically once they have been digitized into our system. Additionally, this will reduce wear and tare of the books and the vital records they contain thereby preserving these records for future generations.



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Commitment of Local Government:

Explain the ways your agency contributes resources to records management: Does your agency engage in the regular disposition of records in accordance with applicable records retention schedules? Does your agency separate inactive or non-current materials from active files? Does your agency provide records management training to agency staff? Explain your agency's records management program.

The County Clerk's office is primarily charged with preservation and management of permanent records. Therefore, our desire is to protect these records and ensure their existence for future generations. Records that are not permanent are adhered to the retention schedule. Currently, all permanent records are stored in the vault with public computer and book access. Public computers have accessibility of information from current date then back to 2008. We currently have multiple personnel trained in the proper use and management of these records. Personnel are divide into separate skill sets as it pertains to Land Records, Wills, Marriage Records and other type of permanent records. Other personnel are trained in vehicle licensing and title lien retention, Delinquent tax records as well as typical HR records management.

How does your agency ensure records are available to the public? Explain how your agency ensures access to records per the state's Open Records Law (KRS 61.870-876).

All digitized records back to 2008 are available to the public by accessing any of the public work stations provided. Additionally, public access to permanent records back to 2008 are available on-line through our web-site and are hosted by our vendor. All other records are in book form with an index and can be accessed by coming to the clerks office vault during regular scheduled posted work hours. Immediate response to any Open Records Request is always our intent. Even in extreme circumstances, we strive to respond and make available within 5 days of receiving any ORR. KRS 61.872 (as well as other KRS Open Records Law) is strictly observed by this office.

Additional information/comments:

An advertisement was made on the Pendleton County Website along with the posting of the RFP for a full 30 days prior to closing out this bid.

Did you work with your Regional Administrator (RA) when completing this application? What records management assistance did the RA provide to your agency?

An original phone call was made with the RA which I then sent a copy of my application for review. After receiving the feedback from the KDLA on August 18, 2021 changes were made as requested. This application is also a follow up to a denied grant from 2020 where we had much more contact with the RA.



**Kentucky Department for Libraries and Archives
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Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

Statement regarding State and Local Procurement: The applicant agrees that it has complied with all state and local procurement requirements to obtain bids as part of this application process.

Local Government Authorized Official Signature

David S. Frelke Co. Judge
Printed Name and Title

8-23-2021
Date

Official Custodian of Records

Rita M. Spencer
Printed Name and Title

8-23-21
Date



Onsite Evaluation on 7/28/2021 in regards to the Invitation for Bid Proposal dated 7/15/2021

All books will be digitized with the following requirements:

All photostatic pages and borders must be reversed while maintaining any marginal legal descriptions. Pages must be scanned with the following criteria:

Digitize in a Tiff format

Scan in 300 X 300 dpi

Images will include the following;

- Auto Alignment
- Blank pages drop out
- 300X300 dpi
- Noise elimination
- Contrast Enhancement
- Reverse all photostat images
- Page cropping
- Recognition reader
- De-speckling
- Auto-rotation
- Artifact Minimization

SECTION 1: DIGITIZE/SCAN THE FOLLOWING BOOKS

Deed Books L1217 (1962-2008) Books 105-169

- \$9,833.00

Mortgage Books L1344 (1960-2008) 58-213

- \$15,993.00

Will Books L1315 (1799-1996) 1-10

- \$3,350.00

Marriage Books L1234 (1984-2004) 75-82

- \$1,032.00

Export of images & copy of images put to a flash drive & mailed to KDLA

- \$400.00

Total Section 1:

\$30,608.00



SECTION 2: INDEX DEED BOOKS

Index DEED books 105 – 169 into our DRMS system with the following criteria and QA.

Index Criteria:

- Book Name and Number
- Document type
- All Grantors Names and Grantee Names
- Number of pages per each document
- Date Filed
- Description (may include property address or explanation of document or additional information requested or release information if provided).
- Assign Internal ID number

Total Section 2:

\$29,250.00

SECTION 3: INDEX MORTGAGE BOOKS

Index Mortgage Books 58 - 213 into our DRMS system with the following criteria and QA.

Index Criteria:

- Book Name and Number
- Document type
- All Grantors Names and Grantee Names
- Number of pages per each document
- Date Filed
- Description (may include property address or explanation of document or additional information requested or release information if provided).

Assign Internal ID number

Total Section 3:

\$62,400.00



SECTION 4: INDEX WILL AND MARRIAGE BOOKS

Index Will books 1-10 and Marriage books 75-82 into our DRMS system with the following criteria and QA.

Index Criteria:

- Book Name and Number
- Document type
- All Party Names
- Number of pages per document
- Date File
- Assign Internal ID Number

Total Section 4:

\$7,200.00

Billing Terms:

Data Records Management Services will invoice at the conclusion of the project. The invoice will then be presented for payment.

Acceptance:

Your acceptance of this proposal constitutes our entire agreement.

Client Signature

Date

Title

Bid to:

Digitize Books and Rollfilm

Presented to:

**Pendleton County Clerk
233 Main Street
Falmouth, KY 41040**

Presented by:

**US Imaging, Inc.
400 S. Pendleton Street
Saginaw, MI 48607
www.us-imaging.com**

**Rhonda Olson
Project Manager
rolson@us-imaging.com
(989) 928-1559**

August 9, 2021

US★Imaging

August 9, 2021

Rita Spencer
Pendleton County Clerk
233 Main Street
Falmouth, KY 41040

On August 2, 2021, I visited your office to perform an on-site examination of the Books to be scanned. On behalf of US Imaging, I am pleased to submit the following proposal to scan Deed, Mortgage, Will and Marriage Records from books on-site, rollfilm off-site, selecting the highest quality images and archiving the digital images to quality 16mm microfilm for Pendleton County.

Our team will provide the County with an unparalleled combination of county expertise, proven processes and state of the art technology to provide the highest quality images and indexes possible. US Imaging understands the scope of work required, the critical success factors, and the County's goals. US Imaging has become America's premier County Conversion Service for the following reasons:

- **Experience** – We have been in the imaging business for 45 years and have successfully served over 850 Counties nationwide. We are the only scanning vendor in America that exclusively serves Counties.
- **3 Stage Process** – Our unique 3 stage process allows us to provide the highest quality at the lowest price while providing the County with complete control over the image quality and project budget.
- **Stage 1: On-Site Scanning** – County Records are irreplaceable and extremely valuable; therefore, we scan all book media on-site.
- **Stage 2: Inspect, Group & Index** – 100% of the images are inspected for legibility, grouped together as documents, and indexed.
- **Poor Quality Reporting** – 100% of the images are inspected two times as 12" x 16" images on 20" portrait monitors for legibility. We will provide a detailed report of Book-Page # or Document-Page # and the reason that it has been reported as poor quality: too light, too dark, blurry, A Page, retake, missing, etc.
- **Stage 3: Image Enhancement** – US Imaging can adjust the poor contrast of an entire roll, splice, book, jacket, aperture card, document, page or any specific area on a page to provide the most legible images possible.
- **Image & Index Formatting** – US Imaging has export formats for every County imaging system on the market.
- **Guaranteed Quality** – If a County is ever unsatisfied with any image or index, we will correct it for free.

We appreciate the opportunity to present our services and look forward to working with you. If you have any questions, please call (989) 928-1559 or e-mail rolson@us-imaging.com.

Sincerely,



Rhonda Olson
Project Manager
US Imaging, Inc.

Pendleton County Requirements:

- **Work Area** - County will provide a 12' x 18' (minimum) space inside the County Building, near the vault with access 24 hours per day, 7 days a week, electricity, lighting and heat/air to allow on-site scanning. If on-site time is less than 24/7, the time and investment to complete will change according to the hours and days access is available.
- **Original Microfilm** - County will retrieve all the microfilm for the range of this project and confirm that all the desired document ranges are present. If original rolls do not exist, the County will arrange for duplicates to be created from the KDLA originals.
- **Packing** - County will load the microfilm in order into transportation boxes, fill empty space with plastic bubble wrap.
- **Pilot** - County will inspect the first 1,000 images each time that the media changes and approve image quality and index accuracy.
- **Poor Quality Image Report** - County will review images on the poor quality image report and approve the enhancement and indexing of Poor Quality images.

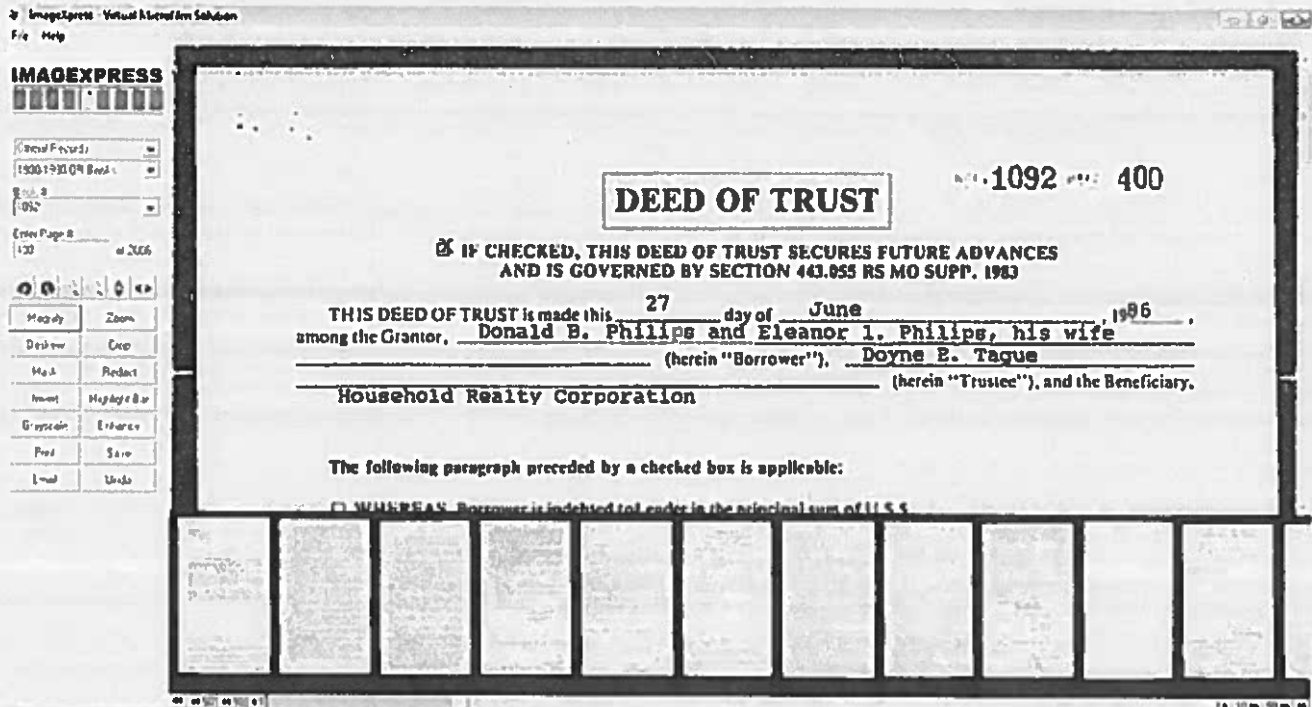
US Imaging Requirements:

Stage 1 - Capture & Pilot

- **Inventory** - US Imaging staff will create an inventory report of all the media types for the entire range of images that require capture. This on-line report will be utilized to track the progress of the project from start to finish.
- **On-Site Scanning** - We will provide all necessary hardware, software, staff, and project managers to perform scanning on-site 24 hours per day, 7 days a week. If access to books is less than 24/7, the time and investment to complete will change according to the days and hours available.
- **Book Tracking** - Labels will be applied to the County's shelving units to identify the location where books are to be returned after scanning. Labels will be removed once scanning is completed.
- **Inventory Report** - US Imaging will provide an On-Line Inventory Report for the customer to track the progress of the project. Once the Aperture Cards are received by US Imaging, we will inventory the cards and populate the Inventory Report.
- **Book Inspection** - If books or pages in mechanical binders require sorting or preparation, we can sort or prep them for \$30.00 per hour. If pages are too fragile to handle, we will bring this to the County's attention and recommend a Book Restoration and Binding Company.
- **Book Handling** - Books will be removed from archive boxes in sequential order. Bound pages will remain in the binder and placed in a custom book cradle during capture to hold 2 pages (left & right) open, flat, level and in focus. Pages in mechanical binders that are smaller than 12" will be removed from the binders and fed through a document scanner. After scanning, pages will be placed back into mechanical binders. All books will be put back into the archive boxes in order.
- **Bound Book Scanning** - Pages within a bound (sewn or glued) binder will not be cut and the pages and binder will remain as in tact. Pages will be scanned on a book scanner at 300dpi and are saved as color JPEG images. Our Book Scanners will capture 2 pages (left & right) per image, utilize book cradles to hold pages level & a glass platen will flatten the pages to minimize spine curvature and allow the scanner to obtain consistent focus and sharpness across both pages.
- **Mechanical Book Scanning** - Handwritten, Typed and Photostat pages are removed from mechanical binders and are scanned in color at 300dpi and are saved as color JPEG images. Pages are fed through an automatic document feeder and capture the front and back of the page simultaneously to create 2 individual JPEG images. Scanners will be cleaned each time that vertical lines appear to minimize file size and eliminate data from being covered up.
- **On-Site Content Inspection** - After scanning, our on-site staff will inspect 100% of the pages as 1"x1.5" thumbnail images to confirm that no pages have been double fed, cut off, stretched or contain scanner errors. Any pages with these issues will be rescanned at no charge before the on-site team leaves the premise. If pages are sequentially numbered within each book, our on-site staff will confirm that the quantity of images within each book directory matches the last page number within each book. If there are any mismatches between number of images and number of pages, they will be corrected if present or noted in the production report. 100% of the JPEG and TIFF images will be thoroughly inspected for legibility and image quality as 12"x18" full size images in Stage 2.
- **Rollfilm Transportation** - US Imaging will arrange for delivery and pickup of pelican cases via UPS Ground, with tracking.
- **Rollfilm Inspection** - Our Certified Lab technicians will carefully inspect 100% of each roll with a hand crank and light box and look for image quality, film issues and splices. An electronic densitometer will be utilized to obtain the exact grayscale density of the beginning and ending of each roll of film to determine optimum scanner settings for each roll

of film. Poor quality splices will be replaced if necessary. If Vinegar Syndrome or Redox is present, we will notify the County to replace the deteriorating film. After inspection each roll will be run through an Ultrasonic film cleaner to remove dust, lint and static prior to scanning.

- **Rollfilm Scanning** - Microfilm contains 256 shades of gray. 100% of the microfilm images will be scanned at 300dpi in 256 shades of gray and saved in industry standard JPEG format with 85% quality compression. JPEG images are sequentially numbered by a zero filled 8-digit number and stored in folders named by the Book #.
- **JPEG to TIFF Conversion** - All JPEG images will be converted to 300dpi single page Black & White TIFF images with Group IV compression. TIFF images will be sequentially numbered by a zero filled 8-digit number and stored in folders named by the Document Type and Book #.
- **Automatic Crop & Deskew** - Each TIFF image will be run through a software program to remove solid black borders and automatically deskew crooked pages to reduce file size by approximately 25%. A despeckling program WILL NOT be used; these programs will remove pixels from the document that are essential for legibility and the legality of the documents. Despeckling must be done manually and is a part of our Stage 3 enhancement process.
- **Automatic Polarity Reversal** - Each TIFF image will be automatically reversed so that black images with white text will be reversed to white images with black text. Any pages with dual polarity or marginal notations will have additional manual processing performed in Stage 3.
- **USB Hard Drives** - All single page JPEG and TIFF images will be copied to 2 sets of external USB Hard Drives. 1 set will be shipped to the County for review and on-site backup. 1 set will be stored at US Imaging for additional processing and off-site backup.
- **ImageXpress Software** - We will provide the County with a retrieval software program called *ImageXpress* that will allow the County to easily access images by book-page #, document #, quickly scroll through an entire book, roll, jacket or aperture card, view both TIFF & JPEG images, adjust JPEG grayscale contrast, crop, deskew, redact, mask, print, save or e-mail images as needed.

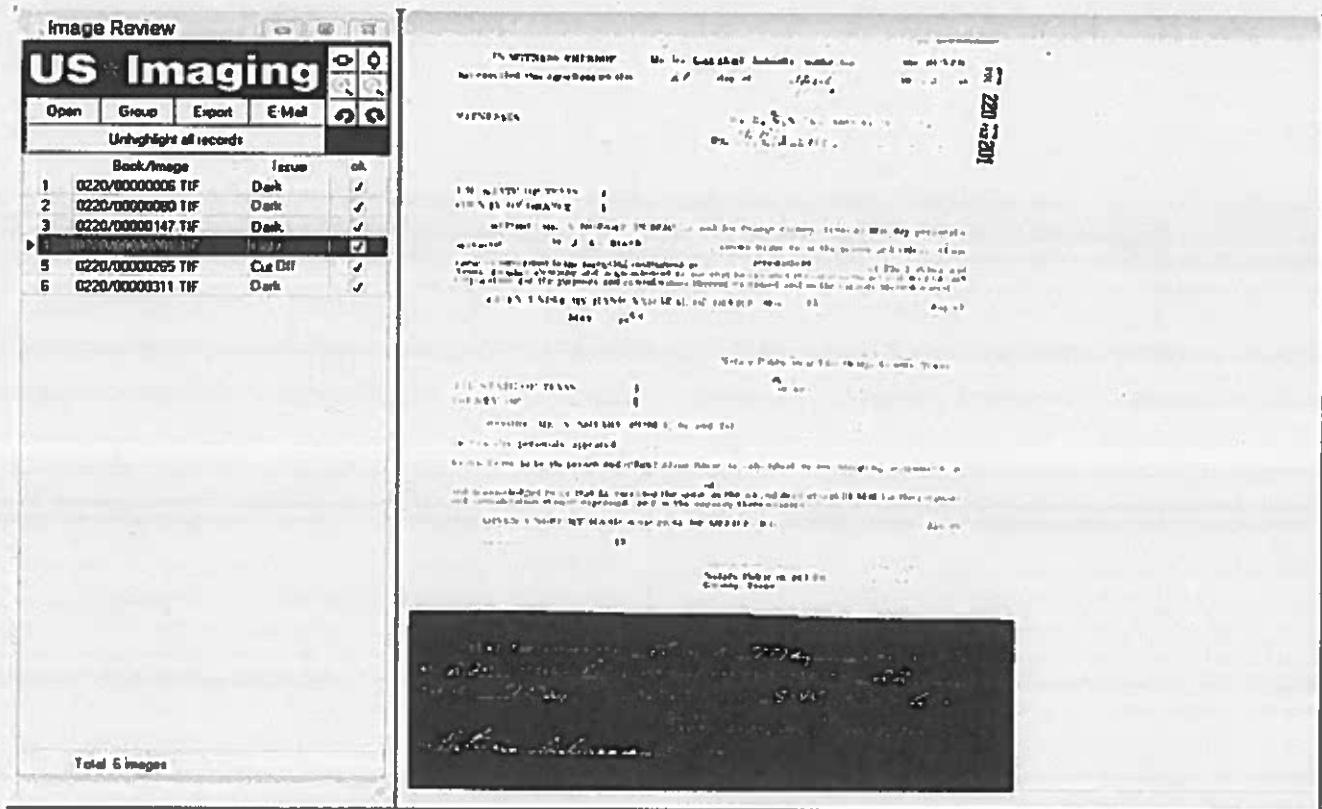


Stage 2 – Crop, Inspect, Group & Index

- **Excess Border Removal** - Due to certain microfilm camera copy boards, page sizes, scratches on film and film formats, the automatic crop included in Stage 1 may leave large white borders, black borders, black lines and shadows on the images. Manual cropping can be performed to provide a more accurate original page size, fewer bytes per image and better performance of your system and overall appearance of every image. No data or marginal notations will be removed from the image during this process.

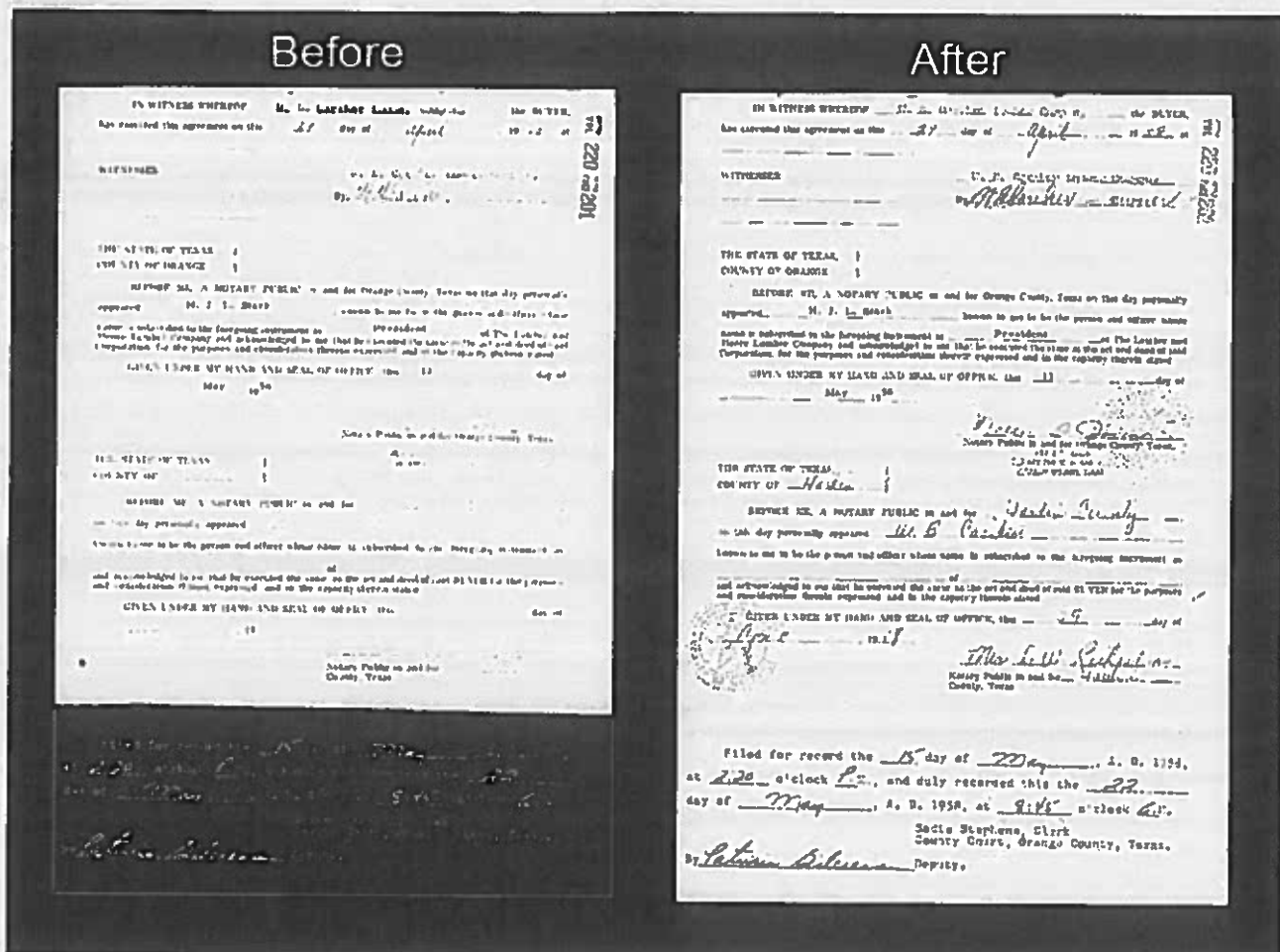
- **Single Inspect & Report Quality (Rollfilm Images)** – Each black and white TIFF image will be visually inspected as a 12"W x 16"H image on 27" Portrait monitors and compared to the color or grayscale JPEG image on a second monitor and TIFF images with missing light data or gray shaded boxes that turn black with be reported as poor quality. Our staff will also check for sequential page order, missing pages, duplicate pages, "A" pages, retakes and image quality. Particular attention is to be given to the Party Names, Dates, Legal Descriptions and Signatures during this process. If any part of the image is considered illegible it will be added to the Poor Quality Image Report. The poor quality issues that will be identified on the report are image too dark, image too light, blurry, white spots, black spots, poor original, out of order, missing, duplicate, "A" page & retake.
- **Single Inspect (Book Images)** – Each black and white TIFF image will be visually inspected as a 12"W x 16"H image on 27" Portrait monitors and compared to the color or grayscale JPEG image on a second monitor and TIFF images with marginal notations or stamps and when present, our staff can toggle between the rollfilm and the book images to confirm if the marginal notation is present on the rollfilm image. Any book images without notation, or if the notation is present on the rollfilm image, will be deleted. The remaining book images will be extracted and grouped with the images from the rollfilm. US Imaging is anticipating that 20% of the overall page count contains marginal notations.
- **Double Inspect & Verify (Optional)** – Image quality is subjective, and we highly recommend a second opinion. 100% of the images will be inspected and reported a second time by a second inspector. The poor quality images identified by the first inspector and the second inspector will be consolidated into one Poor Quality Report to guarantee the highest image quality possible.
- **Page Duplication** – Handwritten and Typed Books commonly have multiple Documents on a single page. These pages are duplicated so that each Document can have their own set of images. A 600-page Book commonly has 900 documents and therefore 300 pages are duplicated.
- **Manually Group & Index** – During scanning images are captured as single images and stored in folders by each Book #. If Computer Index data is not available, our staff will manually group individual pages together for each document and index each document by the Book-Page # of the first page of each new document. Book images with marginal notations will be included as part of the document after the film images. Single pass grouping and indexing is accomplished with an estimated accuracy of 98%
- **Double Group, Index & Verify (Optional)** – Manual grouping and indexing is prone to human errors and we highly recommend double grouping and indexing to eliminate them. 100% of the images will be grouped and indexed a second time by a second indexer. The documents and indexes identified by the first indexer and the second indexer will be compared electronically and any mismatches will be inspected, verified or corrected by a third indexer to guarantee the highest grouping and indexing accuracy possible.
- **USB Hard Drives** – All cropped, inspected and indexed TIFF images will be copied to 2 sets of external USB Hard Drives. 1 set of images will be shipped to the County for review and on-site backup on new hard drives. 1 set of images will be copied to Stage 1 backup drives stored at US Imaging.

- **ImageReview Software** - We will provide a reviewing software program called *ImageReview* that will allow the County to easily sort the Poor-Quality Report by Document-Page #, Book-Image # or Poor-Quality Issue (light, dark, blurry, etc.). *ImageReview* can also filter the images by poor quality issue to isolate specific issues of concern and minimize the number of images that need to be reviewed. *ImageReview* will display the poor quality image so the County can see the problem with the image. Images can be deselected from the list if the image is of acceptable quality to the County. *ImageReview* highlights images on the list after they have been inspected so the users know if the image has already been inspected or not. Once inspection is complete, *ImageReview* exports an approved list of images to be enhanced that can be easily e-mailed to US Imaging and provide approval to proceed to Stage 3. This tool dramatically reduces the number of images that need to be inspected by the County and provides the County with complete control over the quality and budget.



Stage 3 – Enhance & Format

- **Image Enhancement** – US Imaging has the ability to adjust the black and white contrast of poor quality TIFF Images from the 256 shades of gray contained within the JPEG images. We will only enhance County approved images on the poor quality image report. We can adjust the contrast of the entire page or any specific area on a page to provide the most legible images possible.
- **Masking (Optional)** – Pages with multiple documents on a page can have unwanted documents masked so only one document is visible at a time. Page #'s, page margins and overall format of the page will not be changed.
- **Dual Polarity Correction** – The majority of Photostat pages are Black background with white text; however, some pages contain a mix where a portion of the page contains black background white text, and another portion contains white background with black text. US Imaging has the unique ability to correct this issue and adjust the background polarity, so the entire page contains white background with black writing. This will reduce storage space and will save a huge amount of toner when printing.
- **Marginal Notations** – Photostat Books commonly contain a white border around the black page. Book-Page #, Reference Book-Page # and Release information is commonly located in this white border and are called Marginal Notations. We have the unique ability to include these notations in the image and make all the background white and all the text and handwriting black.
- **Formatting** – US Imaging will format the images and indexes for Pendleton County's Record Management System.
- **USB Hard Drives** – All formatted images will be copied to 2 sets of external USB Hard Drives. 1 set of images will be shipped to the County for review and on-site backup on a new hard drive. 1 set of images will be copied to the Stage 1 backup drives stored at US Imaging.



Section 1: Estimated Investment to Scan Books and Rollfilm & Archive to 16mm Microfilm

Bound Books				
3 Books	@	640 Pages per Book (Will Vols. 2-4)	=	1,920 Images
Mechanical Books				
21 Books	@	660 Pages per Book (Deed Vols. 105-125) - Photostats*	=	13,860 Images
44 Books	@	660 Pages per Book (Deed Vols. 126-169)*	=	29,040 Images
19 Books	@	650 Pages per Book (Mortgage Vols. 58-76) - Photostats*	=	12,350 Images
54 Books	@	660 Pages per Book (Mortgage Vols. 77-130)*	=	35,640 Images
83 Books	@	750 Pages per Book (Mortgage Vols. 131-213)*	=	62,250 Images
7 Books	@	640 Pages per Book (Will Vols. 1, 5-10)	=	4,480 Images
8 Books	@	365 Pages per Book (Marriage Vols. 75-82) - Attachments	=	3,650 Images
Rollfilm				
65 Books	@	660 Pages per Book (Deed Vols. 105-169)	=	42,900 Images
156 Books	@	707 Pages per Book (Mortgage Vols. 58-213)	=	110,240 Images*
193,818 Images	@	25% Poor Quality Pages	=	48,455 Poor Quality
6,400 Images	@	50% Multiple Documents per Page	=	3,200 Multi-Docs
26,210 Images	@	20% Dual Polarity / Marginal Notations (Photostat Pages)	=	5,242 Dual Polarity
153,140 Images	@	20% Marginal Notation Pages	=	30,628 Notations
1,920 Images	@	600 Bound Images Scanned per Hour (1 Scanner)	=	4 On-Site Hours
161,270 Images	@	3,600 Mechanical Images Scanned per Hour (2 Scanners)	=	45 On-Site Hours
8 Books	@	2.0 Marriage Books Prepped for Scanning / De-Prepped Post Scan	=	4 On-Site Hours
57 Hours	@	22 Hours per Day with 24 Hour Access	=	3 On-Site Days
316,330 Images	@	400 Images per Gigabyte for Color / Grayscale JPEG Images	=	791 GB for JPEG's
316,330 Images	@	4,000 Images per Gigabyte for B&W TIFF Images	=	80 GB for TIFF's
Stage 1			Required	Optional
		\$1,200.00 Travel & Setup for On-Site Scanning	=	\$1,200.00
3 Days	@	\$800.00 Per Day On-Site with 24 Hour Access	=	\$2,400.00
4 Hours	@	\$30.00 Per Hour to Prep Marriage Books for Scanning	=	\$120.00
4 Hours	@	\$30.00 Per Hour to DePrep Marriage Books Post Scan	=	\$120.00
1,920 Images	@	\$0.215 Per Bound Image to Scan & Inspect 300dpi JPEG	=	\$412.80
161,270 Images	@	\$0.115 Per Mechanical Image to Scan & Inspect 300dpi JPEG	=	\$18,546.05
163,190 Images	@	\$0.015 Per Book Image to Convert JPEG to B&W TIFF	=	\$2,447.85
1 Case	@	\$450.00 Per Case, Roundtrip Rollfilm Shipment (Includes Return)	=	\$450.00
111 Rolls	@	\$5.00 Per Roll to Inspect & Prep Rollfilm for Scanning	=	\$555.00
153,140 Images	@	\$0.02 Per Rollfilm Image to Scan 300dpi JPEG	=	\$3,062.80
153,140 Images	@	\$0.01 Per Rollfilm Image to Convert JPEG to B&W TIFF	=	\$1,531.40
2 Drives	@	\$150.00 Per USB Hard Drive, Copying & Backup	=	\$300.00
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment	=	\$25.00
Stage 2				
316,330 Images	@	\$0.0325 Per TIFF to Single Inspect & Report Quality (Books & Rolls)	=	\$10,280.73
153,140 Images	@	\$0.0325 Per TIFF to Double Inspect & Report Quality (Rolls only)	=	\$4,977.05
193,818 Images	@	\$0.0325 Per TIFF to Remove Excess Borders	=	\$6,299.09
3,200 Images	@	\$0.0325 Per TIFF to Duplicate Multiple Documents per Page	=	\$104.00
197,018 Images	@	\$0.0325 Per TIFF to Single Group & Index Pages as Docs (Book-Page #)	=	\$6,403.09
197,018 Images	@	\$0.0325 Per TIFF to Double Group & Index Pages as Docs	=	\$6,403.09
1 Drive	@	\$150.00 Per USB Hard Drive, Copying	=	\$150.00
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment	=	\$25.00

Continued on Next Page

*Volumes will be scanned from both Book and Rollfilm to obtain the best quality image and maintain handwritten marginal notations from the books.

Bound Books				
3 Books	@	640 Pages per Book (Will Vols. 2-4)	=	1,920 Images

Mechanical Books				
21 Books	@	660 Pages per Book (Deed Vols. 105-125) - Photostats*	=	13,860 Images
44 Books	@	660 Pages per Book (Deed Vols. 126-169)*	=	29,040 Images
19 Books	@	650 Pages per Book (Mortgage Vols. 58-76) - Photostats*	=	12,350 Images
54 Books	@	660 Pages per Book (Mortgage Vols. 77-130)*	=	35,640 Images
83 Books	@	750 Pages per Book (Mortgage Vols. 131-213)*	=	62,250 Images
7 Books	@	640 Pages per Book (Will Vols. 1, 5-10)	=	4,480 Images
8 Books	@	365 Pages per Book (Marriage Vols. 75-82) - Attachments	=	3,650 Images

Rollfilm				
65 Books	@	660 Pages per Book (Deed Vols. 105-169)	=	42,900 Images
156 Books	@	707 Pages per Book (Mortgage Vols. 58-213)	=	110,240 Images
193,818 Images	@	25% Poor Quality Pages	=	48,455 Poor Quality
6,400 Images	@	50% Multiple Documents per Page	=	3,200 Multi-Docs
26,210 Images	@	20% Dual Polarity / Marginal Notations (Photostat Pages)	=	5,242 Dual Polarity
153,140 Images	@	20% Marginal Notation Pages	=	30,628 Notations
1,920 Images	@	600 Bound Images Scanned per Hour (1 Scanner)	=	4 On-Site Hours
161,270 Images	@	3,600 Mechanical Images Scanned per Hour (2 Scanners)	=	45 On-Site Hours
8 Books	@	2.0 Marriage Books Prepped for Scanning / De-Prepped Post Scan	=	4 On-Site Hours
57 Hours	@	22 Hours per Day with 24 Hour Access	=	3 On-Site Days
316,330 Images	@	400 Images per Gigabyte for Color / Grayscale JPEG Images	=	791 GB for JPEG's
316,330 Images	@	4,000 Images per Gigabyte for B&W TIFF Images	=	80 GB for TIFF's

Continued from Previous Page

Stage 3				
48,455 Poor Images	@	\$0.40 Per TIFF to Enhance & Replace Poor Quality	=	\$19,382.00
6,400 Images	@	\$0.035 Per TIFF to Mask Unwanted Documents	=	\$224.00
5,242 Images	@	\$0.035 Per TIFF to Reverse Dual Polarity	=	\$183.47
5,242 Images	@	\$0.035 Per TIFF to Reverse Marginal Notations	=	\$183.47
1 Drive	@	\$150.00 Per USB Hard Drive, Copying	=	\$150.00
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment	=	\$25.00

Total Investment	=	\$74,716.16	\$11,604.14
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Section 2: Index Deed Books

NO BID

Section 3: Index Mortgage Books

NO BID

Section 4: Index Will and Marriage Books

NO BID

ACCEPTANCE AND AUTHORIZATION:

The proposed quantities above are estimated, invoiced quantities will be actual. Invoices will be issued with Stage or Hard Drive shipment.

All hard drives, images and indexes are the exclusive property of the County. US Imaging will not reproduce or distribute Pendleton County images and/or indexes to any other entity except Pendleton County.

Pendleton County may designate acceptance of this proposal by signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

In exchange for products and services outlined in this proposal, Pendleton County agrees to pay US Imaging, Inc., the total amount due within 30 days from the date of invoice. Any amounts outstanding will be assessed a finance charge of 1.5% per month on the unpaid balance.

US Imaging also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

Accepted by:

Rita Spencer
County Clerk
Pendleton County
233 Main Street
Falmouth, KY 41040

Accepted by:

Rhonda Olson
Project Manager
US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607

Signature: _____

Signature: 

Date: _____

Date: August 9, 2021

Please check the approved Phase(s):

_____ Section 1: Digitize Books and Rollfilm	= \$74,716.16
_____ Section 2: Index Deed Books - NO BID	= \$0.00
_____ Section 3: Index Mortgage Books - NO BID	= \$0.00
_____ Section 4: Index Will & Marriage Books - NO BID	= \$0.00
Total Estimated Investment	= <u>\$74,716.16</u>

Optional Services

_____ Stage 2: Double Inspect & Report Quality (Rollfilm Only)	= \$4,977.05
_____ Stage 2: Double Group & Index Pages as Documents	= \$6,403.09
_____ Stage 3: Mask Unwanted Documents	= \$224.00
Total Estimated Investment with All Options	= <u>\$86,320.30</u>



August 9, 2021

Dear Rita,

Thank you for the opportunity to bid on your recent KOLA grant project. Unfortunately, at this time, we submit a "No Bid" on all Sections 1-4.

I wish you the best of luck with your project and hope that we may be able to work with you in the future.

Sincerely,

Guy Ziegler
Software Management
2011 Cobalt Dr.
Louisville, KY 40259



233 Main Street, Room 1
PO Box 112
Falmouth, KY 41040

Rita M. Spencer
Pendleton County Clerk

Phone (859) 654-2141
Fax (859) 654-5600

INVITATION FOR BID PROPOSAL

The Office of the Pendleton County Clerk is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images and indexes created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Roll microfilm used in this project must be polyester based.
5. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
6. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
7. Offerers for services must conduct an onsite examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the onsite examination was made.
8. Clarification of terms, descriptions, conditions, or specifications for equipment/supplies is the sole responsibility of the offerer.
9. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
10. Offerers must provide services or materials within the term of the grant following the beginning of the FY 2022 and subsequent availability of state funds.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
12. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
13. Written proposals must be received no later than August 9, 2021 to be considered.

Signature/Title

Rita M. Spencer
Printed Name

07/15/2021
Date



233 Main Street, Room 1
P.O. Box 112
Falmouth, KY 41040

Rita M. Spencer
Pendleton County Clerk

Phone (859) 654-2143
Fax (859) 654-5600

All Vendors please look closely before preparing bid quotes:

The Pendleton County Clerk's office is requesting bids for the KDLA cycle grant. This project has multiple sections. Each section could/may be awarded to a different vendor or denied and be reconsidered at a future date. Therefore, please bid on each section you are interested in competing. For sections you are not interested in, please submit a **NO BID** for that section. If you do not wish to submit any bid, please reply with **NO BID**. All participants must preview in person the project before submitting and list the date on your proposal that onsite inspection took place.

SECTION 1

Digitize the following books

- Deed Books L1217 (1962-2008) Books 105-169
- Mortgage Books L 1344 (1960-2008) 58-213
- Will Books L1315 (1799-1996) 1-10
- Marriage Books L1234 (1984 - 2004) 75-82

Note: All photostatic pages and borders must be reversed while maintaining any marginal legal descriptions. Pages must be scanned with the following criteria:

Digitize in a Tiff format

Scan in 300 X 300 dpi

Images will include the following:

- Auto Alignment
- Page cropping
- Blank pages drop out
- Recognition reader
- 300X300 dpi
- De-speckling
- Noise elimination
- Auto-rotation
- Contrast Enhancement
- Artifact Minimization
- Reverse all photostat images

Images not meeting the above criteria will be denied and vendor will be required to re-scan until it meets the standard set by this office.



233 Main Street, Room 1
P.O. Box 112
Palmouth, KY 41040

Rita M. Spencer
Pendleton County Clerk

Phone (859) 654-2143
Fax (859) 654-5600

SECTION 2: INDEX DEED BOOKS

Index DEED books 105 –169 into our DRMS system with the following criteria and QA. All interested vendors are required to gain legal access in cooperation with our software vendor. The following are the required fields.

Index Criteria:

- Book Name and Number
- Document type
- All Grantors names and Grantee Names
- Number of pages per each document
- Date Filed
- Description (may include property address or explanation of document or additional information requested or release information if provided).
- Assign Internal ID number

SECTION 3: INDEX MORTGAGE BOOKS

Index Mortgage Books 58 - 213 into our DRMS system with the following criteria and QA. All interested vendors are required to gain legal access in cooperation with our software vendor. The following are the required fields.

Index Criteria:

- Book Name and Number
- Document type
- All Grantors names and Grantee Names
- Number of pages per each document
- Date Filed
- Description (may include property address or explanation of document or additional information requested or release information if provided).

Assign Internal ID number



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P.O. Box 112
Falmouth, KY 41040

Rita M. Spencer
Pendleton County Clerk

Phone: (859) 654-2143
Fax: (859) 654-5600

SECTION 4: INDEX WILL AND MARRIAGE BOOKS

Index Will books 1-10 and Marriage books 75-82 into our DRMS system with the following criteria and QA. All interested vendors are required to gain legal access in cooperation with our software vendor. The following are the required fields.

Index Criteria:

- Book Name and Number
- Document type
- All Party Names
- Number of pages per document
- Date File
- Assign Internal ID Number



PENDLETON COUNTY CLERK



Pendleton County Clerk RFP
due 8/9/2021
See attachment for details.
[Click here to view and download RFP](#)

Updated Hours

Our office is now open to the public.

Monday – Friday
8:30 AM – 4:00 PM



233 Main Street, Room 1
P.O. Box 112
Falmouth, KY 41040

Rita M. Spencer
Pendleton County Clerk

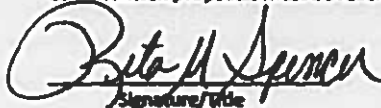
Phone: (859) 654-2143
Fax: (859) 651-5840

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12. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
13. Written proposals must be received no later than August 9, 2021 to be considered.


Signature/Title

Rita M. Spencer
Printed Name

07/15/2021
Date



233 Main Street, Room 1
PO Box 112
Lafayette, KY 40340

Rita M. Spencer
Pendleton County Clerk

Phone (859) 654-2143
Fax (859) 654-5600

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- Mortgage Books L 1344 (1960-2008) 58-213
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Images will include the following;

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- Contrast Enhancement
- Artifact Minimization
- Reverse all photostat images

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233 Main Street, Room 1
PO Box 112
Lafayette, KY 40340

Rita M. Spencer
Pendleton County Clerk

Phone (859) 654-2143
Fax (859) 654-5680

SECTION 2: INDEX DEED BOOKS

Index DEED books 105 –169 into our DRMS system with the following criteria and QA. All interested vendors are required to gain legal access in cooperation with our software vendor. The following are the required fields.

Index Criteria:

- Book Name and Number
- Document type
- All Grantors names and Grantee Names
- Number of pages per each document
- Date Filed
- Description (may include property address or explanation of document or additional information requested or release information if provided).
- Assign Internal ID number

SECTION 3: INDEX MORTGAGE BOOKS

Index Mortgage Books 58 - 213 into our DRMS system with the following criteria and QA. All interested vendors are required to gain legal access in cooperation with our software vendor. The following are the required fields.

Index Criteria:

- Book Name and Number
- Document type
- All Grantors names and Grantee Names
- Number of pages per each document
- Date Filed
- Description (may include property address or explanation of document or additional information requested or release information if provided).

Assign Internal ID number



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P.O. Box 112
Falmouth, KY 41040

Rita M. Spencer
Pendleton County Clerk

Phone: (859) 654-2143
Fax: (859) 654-5600

SECTION 4: INDEX WILL AND MARRIAGE BOOKS

Index Will books 1-10 and Marriage books 75-82 into our DRMS system with the following criteria and QA. All interested vendors are required to gain legal access in cooperation with our software vendor. The following are the required fields.

Index Criteria:

- Book Name and Number
- Document type
- All Party Names
- Number of pages per document
- Date File
- Assign Internal ID Number